

**6/29/11**  
**Highlighted Opportunities**

**Assistant Park Superintendent**  
**Recruitment #062311-MGCG01-400300**

**Opening Date:** 6/24/2011

**Closing Date:** 6/30/2011 11:59:00 PM

**Type of Recruitment:** Open Competitive

**Salary:** Yearly: \$32,652.00/Min - \$40,815.00/Mid

**Pay Grade:** 11

**Shift Hours:** Holidays/Weekends Required

**Employment Type:** Actual Vacancy

**Employment Term:** Regular

**Agency:** DNREC/Division of Natural Resources / Parks and Recreation

**Location(s):** Delaware Seashore State Park: (39415 Inlet Road, Rehoboth, DE, 19971)

**Contact Name:** DNREC Human Resources

**Contact Phone:** (302)739-9901

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#### **SUMMARY STATEMENT**

This position is responsible for providing daily operational supervision for the Delaware Seashore Region's three parks; Delaware Seashore, Fenwick Island, and Holts Landing. General job responsibilities include, reporting to park superintendent, executing the park's operational and maintenance agendas, supervising seasonal employees, managing special events, and working closely with community groups.

#### **ESSENTIAL FUNCTIONS**

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Schedules, assigns and reviews the work of full time and seasonal park staff.
- Plans and coordinates maintenance, visitor programs and services and fiscal administration to ensure all areas and facilities are functioning according to established standards.
- Assigns projects, reviews progress and coordinates staff activities to ensure visitor safety and satisfaction and accomplishment of park objectives.
- Develops and maintains effective working relationships with adjacent landowners, park volunteers,

contractors, vendors, community groups, and park benefactors.

- Ensures public safety through regular inspection of park facilities and grounds and review of park law enforcement activity.
- Maintains and compiles fiscal and narrative records and reports.

#### **JOB REQUIREMENTS**

##### **JOB REQUIREMENTS for Assistant Park Superintendent**

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Experience in natural resources, park or recreation management.
2. Experience in narrative report writing.
3. Experience in staff supervision which includes planning, assigning, reviewing, and evaluating the work of others.
4. Knowledge of planning, developing and implementing educational, promotional or recreational programs.
5. Knowledge of plant and animal life.

#### **CONDITIONS OF HIRE**

Applicants must be legally authorized to work in the United States. DNREC does not provide sponsorship for holders of H-1 B Visas.

As a condition of hire you must possess a drivers license.

#### **BENEFITS**

To learn more about the comprehensive benefit package please visit our website at <http://ben.omb.delaware.gov/programs/index.shtml>.

#### **SELECTION PROCESS**

The application is evaluated based upon a rating of training and experience.

Once you have submitted your application on-line, all future correspondence related to your application will be sent via email. Please keep your contact information current. You may also view all correspondence sent to you by the State of Delaware in the “My Applications” tab at [www.delawarestatejobs.com](http://www.delawarestatejobs.com).

#### **ACCOMMODATIONS**

Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458. TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance. The State of Delaware – An Equal Opportunity and Affirmative Action Employer.

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Click on a link below to apply for this position:

[Fill out the Supplemental Questionnaire and Application NOW using the Internet.](#)

Contact us via conventional means.



For further assistance, you may contact us by phone at (302) 739-5458, or e-mail at [jobs@state.de.us](mailto:jobs@state.de.us).

**Don't forget to check these important sites for opportunities:**

The People's Place <http://www.peoplesplace2.com/employment.html>

Delaware Employment Link for all jobs posted for the State of Delaware: <http://delawarestatejobs.com/>

Link for Jobs at Non-Merit State Agencies <http://www.delawarestatejobs.com/pages/additionaljobs.asp>

Delaware Job Link for jobs listed by Delaware Companies: <https://joblink.delaware.gov/>

County Jobs in Delaware:

- Kent County - <http://www.co.kent.de.us/Departments/Administration/KCJobs.htm>
- Sussex County – <http://www.sussexcountysde.gov/dept/personnel/index.cfm?resource=jobopenings>
- New Castle County – <http://www2.nccde.org/HR/Employment/default.aspx>

**The State of Delaware is accepting employment applications for the following jobs. If you are interested in a job, please submit your application by the **final filing date**.**

Job title: Labor Law Enforcement Officer I

Opening date: 6/23/2011

**Final filing date: Jun 29 2011 11:5**

Recruitment number: 062111-MDDF01-600700

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=062111&R2=MDDF01&R3=600700>

Job title: Engineer II

Opening date: 6/23/2011

**Final filing date: Jun 29 2011 11:5**

Recruitment number: 062011-MFBC02-550400

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=062011&R2=MFBC02&R3=550400>

Job title: Engineering/Planning/Surveying Technician IV

Opening date: 6/23/2011

**Final filing date: Jun 29 2011 11:5**

Recruitment number: 061711-MFBA04-550800

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=061711&R2=MFBA04&R3=550800>

Job title: Assistant Park Superintendent

Opening date: 6/24/2011

**Final filing date: Jun 30 2011 11:5**

Recruitment number: 062311-MGCG01-400300

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=062311&R2=MGCG01&R3=400300>

Job title: Physical Plant Maintenance/Trades Mechanic I

Opening date: 6/24/2011

**Final filing date: Jun 30 2011 11:5**

Recruitment number: 062311-MCCK02-550400

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=062311&R2=MCKK02&R3=550400>

Job title: Senior Fiscal Management Analyst

Opening date: 6/24/2011

Final filing date: Jun 30 2011 11:5

Recruitment number: 062311-MABZ65-400100

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=062311&R2=MABZ65&R3=400100>

Job title: Purchasing Services Coordinator I

Opening date: 6/24/2011

Final filing date: Jun 30 2011 11:5

Recruitment number: 062211-MAGZ07-200500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=062211&R2=MAGZ07&R3=200500>

Job title: Human Resources Specialist V

Opening date: 6/24/2011

Final filing date: Jun 30 2011 11:5

Recruitment number: 062211-MACB05-100200

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=062211&R2=MACB05&R3=100200>

Job title: Psychiatric Social Worker II

Opening date: 6/24/2011

Final filing date: Jun 30 2011 11:5

Recruitment number: 062111-MDDR02-350600

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=062111&R2=MDDR02&R3=350600>

Job title: Supply, Storage and Distribution Clerk I

Opening date: 6/24/2011

Final filing date: Jun 30 2011 11:5

Recruitment number: 062111-MAGA01-350600

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=062111&R2=MAGA01&R3=350600>

Job title: Supply,Storage,Distribution Clerk II

Opening date: 6/25/2011

Final filing date: Jul 1 2011 11:5

Recruitment number: 062311-MAGA02-351400

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=062311&R2=MAGA02&R3=351400>

Job title: Legislative Information System Specialist

Opening date: 6/24/2011

Final filing date: Jul 1 2011 11:5

Recruitment number: 062311-MADZ01-10800

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=062311&R2=MADZ01&R3=10800>

Job title: Conservation Technician II

Opening date: 6/25/2011

Final filing date: Jul 1 2011 11:5

Recruitment number: 062211-MGCA02-200100

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=062211&R2=MGCA02&R3=200100>

Job title: Laboratory Certification and Compliance Specialist

Opening date: 6/28/2011

Final filing date: Jul 4 2011 11:5

Recruitment number: 062211-MGBH01-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=062211&R2=MGBH01&R3=350500>

Job title: Administrative Specialist II

Opening date: 6/28/2011

Final filing date: Jul 5 2011 11:5

Recruitment number: 062211-MAAA02-200900

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=062211&R2=MAAA02&R3=200900>

Job title: Employment Services Specialist I

Opening date: 6/24/2011

Final filing date: Jul 7 2011 11:5

Recruitment number: 062311-MDDB01-600900

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=062311&R2=MDDB01&R3=600900>

Job title: Nursing Supervisor

Opening date: 2/11/2011

Final filing date: Aug 10 2011 11:5

Recruitment number: 020711-MDGB04-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=020711&R2=MDGB04&R3=350500>

Job title: Registered Nurse III

Opening date: 2/11/2011

Final filing date: Aug 10 2011 11:5

Recruitment number: 020711-MDGB01-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=020711&R2=MDGB01&R3=350500>

Job title: Registered Nurse I

Opening date: 2/11/2011

Final filing date: Aug 10 2011 11:5

Recruitment number: 020711-MDGB01-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=020711&R2=MDGB01&R3=350500>

Job title: Registered Nurse II

Opening date: 2/11/2011

Final filing date: Aug 10 2011 11:5

Recruitment number: 020711-MDGB01-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=020711&R2=MDGB01&R3=350500>

Job title: Advanced Practice Nurse

Opening date: 2/18/2011

Final filing date: Aug 17 2011 11:5

Recruitment number: 011411-MDGB05-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=011411&R2=MDGB05&R3=350500>

Job title: Correctional Officer/Physical Plant Maintenance Trades Mechanic I

Opening date: 2/26/2011

Final filing date: Aug 25 2011 11:5  
Recruitment number: 022311-MCCH01-380100  
Web link:  
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=022311&R2=MCCH01&R3=380100>

Job title: Registered Nurse III  
Opening date: 2/26/2011  
Final filing date: Aug 25 2011 11:5  
Recruitment number: 021511-MDGB01-350500  
Web link:  
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=021511&R2=MDGB01&R3=350500>

Job title: Registered Nurse I  
Opening date: 2/26/2011  
Final filing date: Aug 25 2011 11:5  
Recruitment number: 021511-MDGB01-350500  
Web link:  
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=021511&R2=MDGB01&R3=350500>

Job title: Registered Nurse II  
Opening date: 2/26/2011  
Final filing date: Aug 25 2011 11:5  
Recruitment number: 021511-MDGB01-350500  
Web link:  
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=021511&R2=MDGB01&R3=350500>

Job title: Licensed Practical Nurse III  
Opening date: 3/3/2011  
Final filing date: Aug 30 2011 11:5  
Recruitment number: 030111-MDGA02-350500  
Web link:  
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=030111&R2=MDGA02&R3=350500>

Job title: Licensed Practical Nurse II  
Opening date: 3/3/2011  
Final filing date: Aug 30 2011 11:5  
Recruitment number: 030111-MDGA02-350500  
Web link:  
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=030111&R2=MDGA02&R3=350500>

Job title: Certified Nursing Assistant  
Opening date: 3/10/2011  
Final filing date: Sep 6 2011 11:5  
Recruitment number: 030211-MDCD02-350500  
Web link:  
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=030211&R2=MDCD02&R3=350500>

Job title: Nursing Supervisor  
Opening date: 3/10/2011  
Final filing date: Sep 6 2011 11:5  
Recruitment number: 022811-MDGB04-350500  
Web link:  
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=022811&R2=MDGB04&R3=350500>

Job title: Nutritionist II  
Opening date: 3/16/2011  
Final filing date: Sep 12 2011 11:5  
Recruitment number: 020111-MDFA02-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=020111&R2=MDFA02&R3=350500>

Job title: Nursing Supervisor

Opening date: 3/17/2011

Final filing date: Sep 13 2011 11:5

Recruitment number: 031411-MDGB04-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=031411&R2=MDGB04&R3=350500>

Job title: Registered Nurse III

Opening date: 3/17/2011

Final filing date: Sep 13 2011 11:5

Recruitment number: 030111-MDGB03-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=030111&R2=MDGB03&R3=350500>

Job title: Psychiatrist III

Opening date: 3/18/2011

Final filing date: Sep 14 2011 11:5

Recruitment number: 031411-MDEC03-350600

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=031411&R2=MDEC03&R3=350600>

Job title: Nutritionist III

Opening date: 3/18/2011

Final filing date: Sep 14 2011 11:5

Recruitment number: 031411-MDFA03-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=031411&R2=MDFA03&R3=350500>

Job title: Registered Nurse III

Opening date: 3/18/2011

Final filing date: Sep 14 2011 11:5

Recruitment number: 031511-MDGB03-351100

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=031511&R2=MDGB03&R3=351100>

Job title: Registered Nurse III

Opening date: 3/19/2011

Final filing date: Sep 15 2011 11:5

Recruitment number: 031511-MDGB03-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=031511&R2=MDGB03&R3=350500>

Job title: Nurse Consultant

Opening date: 3/18/2011

Final filing date: Sep 14 2011 11:5

Recruitment number: 031511-MDGZ01-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=031511&R2=MDGZ01&R3=350500>

Job title: Nursing Director

Opening date: 5/3/2011

Final filing date: Oct 30 2011 11:5

Recruitment number: 041311-MDGB08-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=041311&R2=MDGB08&R3=350500>

Job title: Public Health Administrator II

Opening date: 5/21/2011

Final filing date: Nov 17 2011 11:5

Recruitment number: 051911-MDDL03-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=051911&R2=MDDL03&R3=350500>

Job title: Dentist

Opening date: 5/28/2011

Final filing date: Nov 24 2011 11:5

Recruitment number: 052411-MDEA01-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=052411&R2=MDEA01&R3=350500>

Job title: Registered Nurse III

Opening date: 6/25/2011

Final filing date: Dec 21 2011 11:5

Recruitment number: 062311-MDGB02-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=062311&R2=MDGB02&R3=350500>

Job title: Registered Nurse II

Opening date: 6/25/2011

Final filing date: Dec 21 2011 11:5

Recruitment number: 062311-MDGB02-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=062311&R2=MDGB02&R3=350500>

Job title: Certified Nursing Assistant

Opening date: 6/25/2011

Final filing date: Dec 22 2011 11:5

Recruitment number: 062211-MDCD02-351100

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=062211&R2=MDCD02&R3=351100>

Job title: Nutritionist III

Opening date: 6/25/2011

Final filing date: Dec 22 2011 11:5

Recruitment number: 062411-MDFA03-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=062411&R2=MDFA03&R3=350500>

## **See Below for Opportunities Recently Posted in the Cape Gazette**

[Accounting Assistant](#) - SBC

[Bartender, Host](#) - The Peninsula Golf & Country Club

[Caregivers Job Fair](#) - Visiting Angels

[Clerk](#) - Beverage Store

[CNA](#) - Harbor Healthcare

[CNAs](#) - Cadia Rehabilitation-Renaissance

[Cooks, Servers, Dishwashers](#) - Bayside Resort Golf Club

[Delivery](#) - Local Book



[Early Childhood Assistant](#) - Sussex Family YMCA  
[Entrance Gate Attendants](#) - Tunnell Companies, L.P.  
[Event Set Up](#) - The Cordrey Center  
[Executive Director](#) - Rehoboth Beach Main Street  
[Experienced Cook](#) - Bob Evans Restaurant  
[Maintenance Job Fair](#) - Perdue  
[Medical Office Assistant](#) - Cardiology Practice  
[Municipal Town Clerk](#) - Town of Milton  
[Office Manager/Bookkeeper](#) - Business in Rehoboth  
[Physical Therapist](#) - Southern Delaware Physical Therapy  
[Plumber, Drain Tech, Water Jet](#) - Clendaniel  
[Retail Sales](#) - Beach Graphics  
[RN with ACLS](#) - Surgical Center  
[Sales Manager](#) - L'occhio Eyecare/Eyestyle  
[Salon Positions](#) - Ocean Retreat Day Spa  
[Seasonal Teller](#) - Community Bank Delaware  
[Secondary English Teacher](#) - Cape Henlopen School District  
[Security](#) - Right Property Management

## Please See Below for Jobs Recently posted on CareerBuilder.com

| Job Title   | Company                   | Location       | Date Posted |                       |
|---|---------------------------|----------------|-------------|-----------------------|
| <a href="#">Small Business Sales Support Manager</a>                      | WSFS Bank                 | Wilmington, DE | Jun-29      | <a href="#">Apply</a> |
| <a href="#">Assistant Branch Manager</a>                                  | WSFS Bank                 | Newark, DE     | Jun-29      | <a href="#">Apply</a> |
| <a href="#">CDL TRUCK DRIVER</a>  | United Distribution, Inc. | Wilmington, DE | Jun-29      | <a href="#">Apply</a> |
| <a href="#">General Manager / Chef Manager</a>                            | Sodexo                    | New Castle, DE | Jun-29      | <a href="#">Apply</a> |
| <a href="#">Chef Manager</a>  | Sodexo                    | New Castle, DE | Jun-29      | <a href="#">Apply</a> |
| <a href="#">Director of Genomics Sales and Field Operations, Americas</a> | Agilent                   | Wilmington, DE | Jun-29      | <a href="#">Apply</a> |
| <a href="#">Home Appliance Technician (Wilmington, DE)</a>                | Sears Roebuck and Co.     | Wilmington, DE | Jun-28      | <a href="#">Apply</a> |

|   |  |                     |        |                       |
|---|--|---------------------|--------|-----------------------|
| <a href="#"><u>Analyst-Trade Support MBS Securities (Recent College GRADS!)</u></a> | Manpower Professional                                  | Delaware City, DE   | Jun-28 | <a href="#">Apply</a> |
| <a href="#"><u>AVON Independent Sales Representative</u></a>                        | AVON Independent Sales Representative                  | Georgetown, DE      | Jun-28 | <a href="#">Apply</a> |
| <a href="#"><u>AVON Independent Sales Representative</u></a>                        | AVON Independent Sales Representative                  | Dover, DE           | Jun-28 | <a href="#">Apply</a> |
| <a href="#"><u>IT Project Manager / Leader</u></a>                                  |  | Georgetown, DE      | Jun-28 | <a href="#">Apply</a> |
| <a href="#"><u>Paralegal</u></a>  | Robert Half Legal                                      | Camden Wyoming, DE  | Jun-28 | <a href="#">Apply</a> |
| <a href="#"><u>TOP NOTCH AUTOMOTIVE MANAGEMENT NEEDED!!</u></a>                     | Mr. Tire®  | Delaware Area, DE   | Jun-28 | <a href="#">Apply</a> |
| <a href="#"><u>Automotive Service Center Technician</u></a>                         | Mr. Tire®  | New Castle Area, DE | Jun-28 | <a href="#">Apply</a> |
| <a href="#"><u>Senior .Net Software Engineer</u></a>                                | CPSI-Tech (A Division of CareerPlanners Services, Inc) | Newark, DE          | Jun-28 | <a href="#">Apply</a> |
| <a href="#"><u>Kitting Leads</u></a>  | Foxfire Printing and Packaging, Inc.                   | Newark, DE          | Jun-28 | <a href="#">Apply</a> |
| <a href="#"><u>Social Worker</u></a>  | Nanticoke Health Services                              | Seaford, DE         | Jun-28 | <a href="#">Apply</a> |
| <a href="#"><u>Senior Consultant</u></a>  | DuPont Company   | Wilmington, DE      | Jun-28 | <a href="#">Apply</a> |
| <a href="#"><u>Senior Business Analyst (Global Software Implementation)</u></a>     | Technisource   | Wilmington, DE      | Jun-28 | <a href="#">Apply</a> |
| <a href="#"><u>AIX Systems Administrator - (Infrastructure Lead)</u></a>            | Chase  | Wilmington, DE      | Jun-28 | <a href="#">Apply</a> |
| <a href="#"><u>Market Sales Manager - Food Lion</u></a>                             | Food Lion  | New Castle, DE      | Jun-28 | <a href="#">Apply</a> |
| <a href="#"><u>Non-Subscriber Sales Representative, Harrington, DE</u></a>          | Comcast Cable  | Harrington, DE      | Jun-28 | <a href="#">Apply</a> |
| <a href="#"><u>Universal Sales Representative, Harrington, DE</u></a>               | Comcast Cable  | Harrington, DE      | Jun-28 | <a href="#">Apply</a> |
| <a href="#"><u>Immediate Opening for Data Entry Operator</u></a>                    | Randstad US  | New Castle, DE      | Jun-28 | <a href="#">Apply</a> |

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## See Below for Jobs Recently Posted in the Dover Post

- **Nail Tech** Licensed nail techs needed in Best of Delaware Salon. Salary guaranteed. **Call (302)239-8282**
- **FULL TIME FARM HELP WANTED** CDL Class A Req. Ag exp. preferred. Apply in Person: 380 Green Giant Rd. Townsend, De. 19734 302-378-0611
- **STUDIO 14 SALON** Now hiring Hair Stylists, **Apply in person** Milford Harrington Hwy Rte 14 next to mikes liquors. Mondays b/t 2p-4p or **Call Cosmo to make appt. 302-724-0227**
- **Part Time Office Support/ Front Desk** Hockessin Busy firm in Hockessin village looking for a good organizer to assist with the day to day running of the office. Job is located in Hockessin, DE. Gillespie Hall **Interested applicants contact Lori Seamanat or lori@ gillespiehall.com**
- **PART TIME DAY SHIFT Must be available Mon-Sat. KITCHEN HELP AND CASHIER/ DRIVERS** Apply within: Glasgow Deli 3920 N. Dupont Hwy. Dover, Delaware
- **Respiratory Therapist** Kent Pulmonary Associates in Dover, DE is seeking a full-time RRT or CRT Respiratory Therapist. Rehab experience is desired but not required. We offer a competitive salary and benefits including health insurance and 401K. Interested candidates should fax their resume to the Hiring Manager at (302)674-7156
- **Medical Receptionist/ Front End:** for medical office in Dover Fax resume: 302-747-7894
- **Receptionist/ Real Estate Secretary,** Dover Law office seeks receptionist with real estate closing experience. Fax resume to (302) 678-3544.
- **RN CASE MANAGER NEEDED** Absolute Home Health, is hiring for Kent Co. PT Flex hours. Please fax resume to 302-732-6087 or email resume [ahhswhigham@verizon.net](mailto:ahhswhigham@verizon.net)
- **ENGLISH/ READING TEACHER** PT daytime summer position to teach Composition & Research Writing in adult high school diploma program. Min. qual.; DE Dept of Ed secondary English certification, 3 years of teaching exp. and proven ability to work with students; adult education exp. preferred. Must be available 3 mornings per week, beginning July 2011. Rate of pay is \$29/ hour. Fax, email or send letter of application and resume to: **Betsy Jones, Director POLYTECH Adult Education P.O. Box 102 Woodside, DE 19980** [betsy.jones@polytech.k12.de.us](mailto:betsy.jones@polytech.k12.de.us) EOE
- **Restaurant Managers** If you have what it takes to be the best and are up for the challenge come talk to us. Seeking strong managers with leadership, cost control, computer, and customer service skills. Only serious inquiries need apply. Salary commensurate with experience. **Please reply by fax to 302-674-5246, or email [christineo@axiamgt.com](mailto:christineo@axiamgt.com)**
- **Bookstore Assistant (Part-Time):** Part-Time Bookstore Assistant in Wilmington University's Bookstore. High school diploma or equivalent with a minimum of one-year retail experience required. Salary Range commensurate with experience. Application Deadline: 6/30 at 4:30 p.m. See detailed job

posting and apply at <http://apptrkr.com/193915> Wilmington University is an Equal Opportunity Employer.

- Laborers Start Pay \$8 per hour & up 55+ hours per week available. Day & Night Shifts needed. **Apply @ Poore's Propane 3799 North DuPont Hwy Dover, DE**
- **SCHOOL BUS DRIVERS NEEDED** Capital & CR Districts. Must have or be willing to obtain a CDL License. **Call 302-697-7676 Begin Training Now**
- **FT Medical Receptionist** (Newark area) **MUST HAVE AT LEAST 1YR. MEDICAL EXPERIENCE**  
**Fax resume, attention Leah to 302-368-3424**
- **Client Service Representative** - Dover CAPITOL SERVICES, INC. is a nationwide corporate services company. We're seeking applicants with working knowledge of UCC and/or corporate filing and retrieval services, as well as, registered agent services. Must be detail oriented, dependable and enthusiastic with excellent communication skills. Email your resume with qualifications and salary requirements to [resumes@capitolservices.com](mailto:resumes@capitolservices.com) by July 8, 2011. For information on our company, visit our website: [www.capitolservices.com](http://www.capitolservices.com).
- **SEEKING KEYBOARD OR GUITAR PLAYER**, for Church in Dover. Call 302-331-8089
- Established insurance agency is seeking an experienced **Office Administrator** for a full-time/permanent position. Insurance licenses must be obtained promptly after hire date. All candidates must have great computer skills, and be very proficient with Excel/Word/Outlook. Office hours are 8:30-4:30, Monday-Friday. Please e-mail your resume information to: [SCJ564@aol.com](mailto:SCJ564@aol.com)
- **Administrative Assistant** General office administrative tasks while providing support to the management group. Job is located in Dover, DE. Interested applicants contact Email resumes to: [doverjobposting@hotmail.com](mailto:doverjobposting@hotmail.com) at or by June 21, 2011.
- **Experienced Residential Cleaners** Needed Middletown area. Must be reliable & hard working. Must provide own transportation. Subject to background check. Call 302-893-4288
- **MIS Assistant** Local company looking for skilled individual in the IT or related field. Visit our website at [www.nucarconsulting.com](http://www.nucarconsulting.com) for further information.
- **WGMD IS ACCEPTING APPLICATIONS FOR OUTSIDE SALES** To fill out an application go to WGMD's business office, **at 31549 Dutton Lane, Lewes. 302-945-2050 M-F 9AM to 4PM** WGMD Resort Broadcasting is an Equal Opportunity Employer.

## See Below for Jobs Recently posted in the Guide

Looking for a carpenter's helper w/a clean criminal background. 302-628-0767.

243339

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### FARM TECHNICIAN BLACK GOLD FARMS

Farm Technician - Black Gold Farms in Rhodesdale, MD. Position involves maintaining & operating farm equipment, completing & compiling field records, operating irrigation equipment. Experience operating farm & irrigation equipment, basic math & computer skills desired. A valid driver's license & clean driving record are required. This full time position offers competitive compensation & benefits.

Email resume to:  
employment@  
blackgoldpotato.com  
applications available onsite or online at: [www.blackgoldpotato.com](http://www.blackgoldpotato.com)

241922

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**LEWES AUTO MALL** in Lewes, Delaware is seeking GM and/or ASE Certified Technicians. Exc. wage & benefits pkg. for the person looking for a long term position with a solid company! Individuals must have a valid driver's lic. & automotive refs. We are now accepting applications. Please see Al at the Lewes Chevrolet building at 17861 Coastal Hwy. btwn. the hours of 9am-5pm Mon.-Fri. Please no phone calls.

243842

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Shell's Child Care in Milton, Harrington & Frederica has employment openings for **COOK, HOUSEKEEPER, TEACHERS/ ASST. TEACHERS IN INFANT, TODDLER, PRE-SCHOOL & SCHOOL AGED CLASSROOMS, FT & PT HRS. AVAIL.** Contact Mrs. Williams, 302-684-3201 or Ms. Carla, 302-398-9778 or Mrs. Hensley, 302-335-0240. Fax resume to: 302-684-1751 or 302-398-9674.

243588

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Accepting Applications for Cooks

& Cashiers, FT/PT. Start at \$7.25/hr. up to \$8.50/hr., Chance for advancement. Pickup application at: Bodie's Dairy Market in Millsboro, Milton, Georgetown, Selbyville or Dagsboro, DE; or Greensboro, MD.

239787

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Reliable, Energetic Cleaners for condo cleaning in O.C., MD. Cell phone a must & reliable transportation. Prior exp. preferred. Call 410-430-7801.

244310

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Shell's Child Care Centers needs Maintenance/Handyman to handle building repairs. Contact Mrs. Malabet, 302-329-9258

243618

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### **SECURITY OFFICERS**

Dewey / Rehoboth, Drivers License Required. No criminal record. 302-539-5808

244206

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### **BARON & BUTLER SCHOOL OF MASSAGE**

New location - Rehoboth Mall Sign up for fall class now.

302-344-7266

[buildingbetterbodyworkers.com](http://buildingbetterbodyworkers.com)

243697

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Wanted: HVAC Journeyman, new & remodels, Central DE. Installs & service, \$30/hr. Lic. [stevareno1814@aol.com](mailto:stevareno1814@aol.com)

244365

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DIGITAL PUBLICATION  
FORMAT AT:**

**[WWW.THEGUIDE.COM](http://WWW.THEGUIDE.COM)**

Just click on the Red Button

on our home page.

239771

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**BOOKKEEPER/PROP. MGR.**

PT-FT. Great opportunity with a local, growing company.

Fax resume to: 206-202-0745.

243914

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**GREAT OPPORTUNITY**

Stylist wanted for small, busy salon. Great Ocean City location. Lots of traffic. Must have exp. & references. Exp. w/pedicures, manicures a plus.

**NO PHONE CALLS.**

Send resume w/contact number to: mills3338@aol.com

244348

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Bookkeeper PT/FT, 3 years **EXP.** + Quickbooks. Fax resume to: 302-436-0300 or email: mnnight@aol.com Selbyville, DE

244371

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Exp. HVAC Service Technicians & Installers with valid driver's lic. Must be able to work with limited supervision. Forward resume to: steele@steeleshvac.com or fax to: 410-479-5562.

243972

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Finance Collector Skip Tracer Account Representative.

Exp. w/good refs.

Send resume to: 410-634-1776 or call 410-634-1775

244033

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CDL-A Driver, must be experienced with New York City, 5 yrs. experience. Call 302-381-2135

244725

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**CONTRACTORS NEEDED**

**TO DELIVER & INSTALL**

**APPLIANCES. MUST HAVE EXP. & A 24' BOX TRUCK. CALL DON, 410-754-9555.**

240745

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Elderly Sitter needed M-F, daily care/light housekeeping. Please call 443-235-0850.

243891

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**FOOD PREP/BANQUET STAFF**

Part time positions avail. immed. Min. qualifications 3-5 yrs. exp. front and back of house, banquet prep and cooking. Upon employment, candidate must provide evidence of negative TB test results and favorable criminal background check. Day, evening and/or weekend hours possible. Hourly wage based on exp.

Fax, email or send letter of application and resume to:

Betsy Jones, Director  
**POLYTECH ADULT** Education  
PO Box 102,  
Woodside, DE 19980  
betsy.jones@polytech.k12.de.us  
EOE

243978

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United Insurance  
Company of America has  
immed. openings for Professional. Guaranteed income. Paid training.  
Call 1-800-998-0177 or  
410-742-1557 for interview.

243255

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Roll Back Operator: experienced, clean driving record, must have good refs. Fax resume, 410-634-1776 or call 410-634-1775.

244032

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Labor position avail. at a local well drilling & pump installation business, must have driver's lic. & transportation. Pls. email resume or name, phone number & address to: whitedrillingcorp@comcast.net No phone calls or walk-ins will be accepted.

244374

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**Exciting Job Opportunities Available at M&T Bank!**

We are looking for Full-Time Telephone Service Reps to join our call center team in Millsboro, DE. These reps will take inbound calls from our customers to handle their banking needs. If you have at least one year of customer service experience and great communication skills, please apply online at

[www.mtb.com/careers](http://www.mtb.com/careers)

Job number: 3CBYJ

244751

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**FOOD SERVICE DIRECTOR**

Milford Center  
Genesis HealthCare

Responsible for the food service function of a 136-bed facility. Plans and supervises activities of the department to provide service for residents, staff and visitors. Provides technical guidance and administrative direction over food planning, menu formulation and preparation and serving of regular and therapeutic diets. Must have the ability to positively interact and communicate clearly with staff, residents, family members and other visitors to the facility. Previous experience is necessary.

If interested, please apply in person or fax a resume to:

Genesis Healthcare  
700 Marvel Road,  
Milford, DE 19963  
Fax: 302-422-8961

EOE M/F/D/V

244708

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Auto Repossessor: **EXPERIENCED**, clean driving record, must have good refs. Fax resume, 410-634-1776  
or call 410-634-1775

244031

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**NOW HIRING: EXP. CHICKEN FARM TENANT FOR (4)  
HOUSES, PAY, \$1200. THIS JOB REQUIRES TWO FULL TIME PERSONS W/EXP.,  
PREFER NO CHILDREN.  
(6) DAYS/WK. MUST BE ABLE TO POWERWASH & BE WILLING TO WORK. 1BR HOME IS**

**PROVIDED & UTIL. PAID. CALL 443-880-8899.**

243387

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Addus Healthcare Inc. is seeking PT Home Care Aides throughout DE. Previous home care exp. needed. Dover, Lewes and Dagsboro area. Must be willing to travel. Apply in person at: 1003 Mattlind Way, Milford, DE 19963.

243780

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Looking for a change? Indian River Land Company is looking for **MOTIVATED LICENSED DELAWARE REAL ESTATE AGENTS** to join our team! Absolutely **NO FEES** with our company. Call for details! Ask for Chris Lind, 302-934-8818.

242855

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HVAC Mechanic wanted for permanent position with local company. Light refrigeration skills a plus. Salary based on qualifications with full benefit package. Bring references, driving record & all certifications to DRI, 504 N Penn. Ave., Delmar, DE 19940 or 302-846-2727.

244737

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**AVON: EARN EXTRA MONEY**

Become an Avon Rep.

**DISCOUNTS!**

**BONUSES! PRIZES!**

Call 302-381-5365

244407

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Orient Corp. of America is  
looking for a Plant Operator. Light maintenance work is required. Excellent starting pay & benefits including medical, dental & 401k. Training is provided. Must have high school diploma & be a team player.

No phone calls please.

New applicants only.

Send resume to: 111 Park Ave., Seaford, DE 19973 or Fax to: 302-628-1301

Orient Corp. is a  
drug free workplace.

241849

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Sub Shop In Seaford Seeking Help. Must have exp. in working the grille & sub making. 302-629-7970, lv. msg.

244554

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**GENERAL LABOR**

**FLAGGING CERTIFICATION CLASSES.**

BBSI is offering a Flagger certification class at a cost of \$65. Flagging certification valid for 4 years anywhere in the United States. Please give us a call at 410-546-2020 or come in and complete an application. We are located at 701 E. Naylor Mill Rd., Suite L, Salisbury, MD.

239901

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Exp. driver needed for growing transportation co., knowledge of Sussex County preferred. Fax resume: 888-589-7094

243593

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Part Time & Casual Wait Staff. Heritage at Milford,  
500 S DuPont Blvd., Milford. Must be available to work all shifts, Saturday, Sundays & Holidays. Must be able to  
work with the elderly, be



compassionate & caring.  
Apply in person.  
No phone calls pls.

242862

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**SCHOOL BUS DRIVERS**  
**R&M BUSES, INC.**  
Bridgeville-based business.  
Call 302-542-4503

239818

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Wait Staff wanted at  
Game Zone, Laurel, DE.  
Apply in person only. Tues.-Fri. 12-6pm. 460 N Central Ave.

240952

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**LPN**

Part Time, 10pm-6:30am  
Casual - all shifts,  
1 year required.  
Please apply in person at: Heritage at Milford  
500 S DuPont Blvd.,  
Milford, DE 19963

or on line at: [genesishcc.com](http://genesishcc.com)

242875

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**WILFRE COMPANY MECHANICAL CONTRACTORS**  
is currently accepting  
applications for  
**HVAC SERVICE TECH**

Candidates must have over three years in the trade & valid driver's license. Benefits & pay will be commensurable w/experience. Applications are being accepted at 8161 Memory Gardens Lane, Hebron, MD 21830. Call 410-749-0496 for directions.

243193

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**INDEPENDENT CONTRACTOR / MOTOR ROUTE.**  
Avail. to deliver News Journal in the following areas:Georgetown.  
Contact Ralph Condon at  
302-324-2726

243010

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Wait Staff needed for year round golf course. Apply within or call 302-684-3103, Rookery Golf Club, Rts. 1 & 16, Milton.

243017

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**CASH PAID DAILY**

Wear shorts & a T-shirt. Drive co. truck. Make \$100+ a day. Must have valid DL w/great driving record.  
No exp. nec. Start immediately! Phil, 412-969-4929

244663

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Attn.: School Bus Drivers. Training available. Woodbridge Sch. Dist. Call 302-337-8619.

239729

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Evening Certified Nursing Assistant Training Program

**7/11-9/16**  
10 Weeks  
(M-Th. 5:30-9:30)  
Check out internet only specials!  
Space is limited!

Call 302-280-6803  
tristatetechnicalschool.com

244645

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Math tutor needed for teen  
in the Greenwood area.  
Pls. call 302-228-2481

243753

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**ACADEMICS AT HOME** is seeking qualified tutors, college students & senior citizens encouraged to apply. Fax resume 302-280-6804. No phone calls pls.

243554

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Keyboard Player needed one hour on Sunday mornings. Will be playing old hymns. Church is in Laurel area. Please call Ms. Adkins, 302-846-9651

244582

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Lic. Hairstylist needed for busy salon at the Centre at Salisbury. Pls. call Elainia, 410-677-3337.

243700

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**SUMMER WORK  
COLLEGE STUDENTS  
& 2011 HS GRADS WELCOME**

\$15 base - appt., FT / PT schedules, sales/svc., no exp. nec., all ages 17+, conditions apply.  
410-202-8338

233711

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**AVON: EARN BONUSES NOW  
REPS. NEEDED ALL AREAS  
410-364-9012** Avon Beauty Ctr.  
**302-249-0973** (S. Sussex Co.)  
**302-943-5721** (Sussex/Kent)  
**OR TOLL FREE 877-337-EARN**  
**www.YOURAVON.COM/wendy**

240740

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Human Services

**JOIN OUR TEAM AT  
CHIMES, DELAWARE**

Chimes, DE provides vocational & residential services to support adults with disabilities in achieving their highest potential.

Immediate need for a Case Manager in the Kent/Sussex area, Bachelors Degree in Psychology or Behavior Science required, case management experience supporting people with disabilities preferred.

Interested applicants, please forward resume with salary requirement to the Human Resource Dept. at 302-453-0449.

Chimes/Delaware  
Interchange Business Park  
514 Interchange Blvd.,  
Newark, DE 19711  
EOE  
(Located off of Elkton Rd.)

242857

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Concrete Finisher with some carpentry skills for American Precast. Call 302-228-7328

244709

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PT Seasonal Warehouse position to include loading trucks and stacking cardboard. Please apply at: [www.utzcareers.com](http://www.utzcareers.com). EOE

243861

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Summer Nursing Assistant Training Program

5 Weeks (M-F)

6/27-7/29

8/1-9/2

Check out internet only specials!

Must be 18 yrs. old

Have a High School Diploma or GED

Call 302-280-6803  
[tristatetechnicalschool.com](http://tristatetechnicalschool.com)

244657

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**FT SM. ENGINE MECHANIC** Must have experience repairing general rental equipment, hydraulic and electrical systems. Submit resumes to: [joe02457@aol.com](mailto:joe02457@aol.com) & [darrellmra@yahoo.com](mailto:darrellmra@yahoo.com) or fax to: 302-422-9878. Applications may be picked up at Milford Rent-All, 601 Marshall Street, Milford, DE. Mon.-Fri., 8am-5pm, Sat. 8am-12. Must have valid DE Drivers License.

241378

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Phlebotomy Certification (APA)

Starts July 6th, 8 wk. course.

M/W 9am-noon

Must provide proof of High School Diploma/GED

Call 302-280-6803  
[tristatetechnicalschool.com](http://tristatetechnicalschool.com)

243549

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**DRIVERS NEEDED TO  
DELIVER AND INSTALL APPLIANCES. EXPERIENCE NECESSARY, GOOD PAY. CALL  
DON, 410-754-9555**

240746

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**CHANGING JOBS?**

Let **SUSSEX PRINTING** print your new **BUSINESS CARDS**. Top quality at reasonable rates!

**SUSSEX PRINTING CORP.**  
Publishers of **THE GUIDE**  
24904 Sussex Hwy., Seaford, DE  
**302-629-5060 OR 800-984-8433**

239859

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**AMERICAN DRIVER TRAINING**  
**START YOUR NEW CAREER**  
**IN 4-8 WEEKS!**  
**CDL-A TRAINING,**  
Day/Eve./Wknd. Classes Avail.  
All new! Tuition Financing.  
Tuition Reimbursement avail.  
**EARN UP TO \$50,000 IN**  
**YOUR FIRST YEAR.**  
[www.americandrivertraining.com](http://www.americandrivertraining.com)  
**302-655-4511**

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239900

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**BOULEVARD FORD LINCOLN MERCURY**, Georgetown location, accepting applications for dealership experienced Service Technicians. Contact Randy at 302-856-2561 ext. 230.

244280

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Child Care Teacher Positions. Must have DE Dept. of Education Certification. Call 302-945-3123

243758

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Provide, arrange, participate with active Type 2 Diabetic male. Cook spec. diet, exercise, housekeeping, misc. help needs. 5-day wk. Prefer live-in. Some travel (need DL). Pref. given to PT nursing students. Mail resume & salary needs: D.M., PO Box 921, Felton, DE 19943. Non-smokers.

244378

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**EXP. SALESPERSON**

Wanted for Boutique. Experience & references required. Call 302-245-6611  
with all info. and we will  
return your call.

239705

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ASE Certified Auto Tech. AC ability a must. We need an all around seasoned professional that has above average skills & a desire to be the Lead Tech in a busy local shop. Call John, 302-542-5891

244229

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**DELAWARE EMT-B POSITIONS**

Lifestar Ambulance is seeking Delaware EMT-Bs with current CPR and EVO cards. Competitive wages and benefits available. Please call 302-628-3316 or 800-572-9838 or download an application from:  
[www.lifestarambulance.com](http://www.lifestarambulance.com)

241169

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Helper wanted for busy cabinet co., clean driver's lic. a must, must be reliable. 302-430-9286

244590

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**BESTEMPS OF SEAFORD**

We are accepting applications for

## **MILFORD**

**WELDERS** - Proficient with Mig and pulse welding  
**PAY BASED ON EXP.**  
Openings on all shifts

**SHEET METAL** – Fabricate, assemble, install & repair sheet metal products and equipment

**ASSEMBLY** - Assemble units from supplied parts,  
40+ hrs. per wk., \$10/hr. to start

## **FEDERALSBURG**

**PRODUCTION**- Hiring for all shifts. Must be motivated, with reliable transportation and have No attendance issues.  
40+ hrs. per wk.  
\$7.50/hr. - \$9.15/hr.

Bring (2) IDs

110 Cannon St., Seaford, DE 19973  
302-629-HELP(4357)  
E.O.E.

244431

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**FARM ASSOCIATE**, Part time at Greenwood farm. Organic fruit & veg. Exp. a plus. Potential to become joint venture partner.

E-mail or details: slo@ec.rr.com

243963

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**\$\$ MAKE MONEY** passing out free pharmacy discount cards. Seeking motivated individuals only. Jeanette, 302-331-5505

244002

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Delaware **MENTOR** is seeking a program support coordinator for adults with developmental disabilities. Position is (30) hours a week and does not require a degree. Computer experience is a must and Therapy experience is preferred. Pay commiserate with experience. No phone calls please. Resumes can be faxed to: 302-934-0514, attention Robyn Atkins.

244615

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**ACTIVAIR** is seeking to fill the following positions:

**BOOKKEEPER**—accounts receivable/payable, Quickbooks experience necessary  
**CFO**—hands on senior(experienced) accounting/finance officer to establish and control unit operating budgets, provide timely and regular financial reports, file tax documents, manage information systems, supervise small accounting team and provide strategic input into management decisions. Computer proficiency, problem solving skills and communication a must for all positions! Second language (Spanish) a plus. Must be self-driven and able to handle multiple projects. E-mail resumes to:  
servicegeneralco@aol.com  
or fax to (302)856-3577